

United States Environmental Protection Agency <b>POSITION DESCRIPTION COVERSHEET</b>		1. DUTY LOCATION Washington, DC		2. POSITION NUMBER <b>00034495</b>	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Clarify This Position <b>Mgmt. and Program Analysis Series GS-343 TS-98 August 1990</b>					
b. Title		c. Service	d. Series	e. Grade	f. CLC
Official Allocation <b>Program Analyst</b>		<b>GS</b>	<b>343</b>	<b>13</b>	<b>001</b>
4. SUPERVISOR'S RECOMMENDATION <b>Program Analyst</b>		<b>GS</b>	<b>343</b>	<b>13</b>	
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE <b>Ronald Wiley</b>		
7. ORGANIZATION (give complete organizational breakdown)					
a. U. S. ENVIRONMENTAL PROTECTION AGENCY			d.		
b. Office of the Administrator			f.		
c. Office of Policy, Economics and Innovation			g.		
d. Administrative Support & Innovations Staff			h. EPAYS Organization Code <b>18050000</b>		
8. SUPERVISORY/MANAGERIAL DESIGNATION					
<input type="checkbox"/> [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide. <input type="checkbox"/> [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment. <input type="checkbox"/> [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager. <input type="checkbox"/> [B] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations, give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans. <input type="checkbox"/> [T] "Team Leader" This position meets the requirements for coverage under Part II of the Work Leader Grade Evaluation Guide. <input checked="" type="checkbox"/> [N] None of the above applies. This is a non-supervisory/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor <b>Pamela Stirling, Director, Administrative Support &amp; Innovations Staff, OPEI</b>			d. Typed Name and Title of Second-Level Supervisor <b>Louise Wise, Acting Deputy Assoc Administrator - Office of Policy Economics &amp; Innovation</b>		
b. Signature <i>[Signature]</i>		c. Date <b>11/13/03</b>	e. Signature <i>[Signature]</i>		f. Date <b>11-13-03</b>
10. OFFICIAL CLASSIFICATION CERTIFICATION					
a. <input checked="" type="checkbox"/> This position has no promotion potential.		<input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:		b. Fair Labor Standards Act <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt	
c. Functional Code <b>00</b>		d. Bargaining Unit Code <b>0011</b>		e. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (___ % of time) <input type="checkbox"/> This position is subject to random drug testing (	
f. Signature <i>[Signature]</i>		g. Date <b>12-11-03</b>			
11. REMARKS (none)					

PROGRAM ANALYST  
GS-0343-13

I. INTRODUCTION

This position is located in the Contracts Management Group; Administrative Support and Innovations Staff; Office of Policy, Economics and Innovation (OPEI) and reports to the Director, Administrative Support and Innovations Staff. The incumbent will serve as the Project Officer for various contracts that provide support services for OPEI.

II. MAJOR DUTIES AND RESPONSIBILITIES

1. The incumbent identifies and coordinates pre-award, contracts-related requirements. This includes preparation of the Procurement Request Rationale to justify the proposed procurement, working closely with the Office of Acquisition Management (OAM) on the Request for Proposals (RFPs), determining the evaluation criteria, and leading the Technical Evaluation Panel to ensure the selection of the correct contractor to fulfill OPEI's needs. The following characterizes some of the responsibilities of the incumbent.
  - A. Based on an overall awareness of OPEI activities, goals, and milestones, the incumbent develops long range contract acquisition plans. These projections are based on requirements expressed by OPEI management and staff and an analysis of past requirements and expiring contracts. As part of this process, the incumbent reviews the annual acquisition plans and individual management plans to ensure that they will meet these needs and develops or negotiates any changes or modifications to these plans with the appropriate management officials.
  - B. Based on an analysis of the above requirements, the incumbent coordinates preparation of Procurement Request packages for submission to OAM. The package characterizes the requirements of OPEI and includes the preparation of the procurement request rationale, the Statement of Work, justification for other than full and open competition (if necessary), evaluation criteria, delivery schedule, period of performance, recommended skill mix, and reporting schedule.
  - C. The incumbent manages the process of technically evaluating proposals in accordance with the Agency's source evaluation and selection procedures. This includes the initial evaluation of each technical proposal, the evaluation of best and final offers, and the evaluation of cost proposals to determine cost effectiveness. The incumbent identifies participants for the technical evaluation panels and coordinates the activities of the panel. She/he informs the panel members of their responsibilities regarding the analysis of proposals and of the need to ensure overall program objectives are considered a factor in the evaluation.

- D. The incumbent participates in contract negotiations with the OAM Contracting Officer to ensure that technical and cost proposals are consistent and contract terms and conditions correctly and adequately meet the government's requirements and OPEI's needs.
2. The incumbent coordinates and is responsible for post-award requirements including monitoring the cost and management of post-award activities. She/he analyzes work assignments submitted to the immediate office and, based on analysis of the program's objectives and how contracts will be used to meet them, the analyst must justify the selection of particular contracts and determine for each work assignment the contract vehicle to be used.
  3. The incumbent tracks work assignments, program accomplishments, and contract capacity. She/he identifies new and better approaches for monitoring contract funds to enhance and improve oversight capabilities. She/he identifies potential problem areas and makes recommendations for improvements. The incumbent also prepares reports and issue papers regarding OPEI and Agency contracting activities.
  4. The incumbent provides expertise in policy, guidance, and training regarding contract management and planning issues. She/he explores solutions and alternative approaches for overcoming program deficiencies and accommodating program changes. She/he coordinates OPEI responses to contract management issues that cut across OPEI and Agency lines. She/he represents OPEI when dealing with the Office of the Inspector General and the General Accounting Office as well as other internal and external reviewing bodies.
  5. The incumbent maintains a working relationship with OAM, EPA headquarters and field components, other Federal agencies, and various State agencies on matters related to OPEI contracting activities often dealing with senior officials.
  6. The incumbent takes a leadership role in Agency-wide workgroups and Quality Action Teams whose purpose is to improve contracts acquisition and management.
  7. The incumbent performs other duties as assigned.

**FES FACTORS –  
Program Analyst, GS-343-13**

**Factor 1-8 Knowledge Required by the Position 1550 Points**

(1) Mastery of a wide range of qualitative and/or quantitative methods for the assessment and improvement of program effectiveness or the improvement of pre-award, contracts-related requirements; (2) Comprehensive knowledge of the range of administrative laws, policies, regulations, and precedents applicable to the administration of contracts for one or more important public programs; (3) Knowledge of agency program goals and objectives, the sequence and timing of key program events and milestones, and methods of evaluating the worth of program accomplishments; and (4) Skill to plan, organize, and direct team study work and to negotiate effectively with management to accept and implement recommendations where the proposals involve substantial agency resources, require extensive changes in established procedures, or may be in conflict with the desires of the activity studied.

**Factor 2-4 Supervisory Controls 450 Points**

The supervisor and employee develop a mutually acceptable project plan which typically includes identification of the work to be done, the scope of the project, and deadlines for its completion. Within the parameters of the approved project plan, the employee is responsible for planning and organizing the study, estimating costs, coordinating with staff and line management personnel, and conducting all phases of the project. The employee informs the supervisor of potentially controversial findings, issues, or problems with widespread impact. Completed projects, evaluations, reports, or recommendations are reviewed by the supervisor for compatibility with organizational goals, guidelines, and effectiveness in achieving intended objectives.

**Factor 3-4 Guidelines 450 Points**

Guidelines consist of general administrative policies and management and organizational theories which require considerable adaptation and/or interpretation for application to issues and problems studied.

Administrative policies and precedent studies provide a basic outline of results desired, but do not go into detail as to the methods used to accomplish the project. Administrative guidelines usually cover program goals and objectives of the employing organization. Within the context of broad regulatory guidelines the employee may refine or develop more specific guidelines such as implementing regulations or methods.

**Factor 4-5 Complexity 325 Points**

Analyzes interrelated issues of effectiveness, efficiency, and productivity of substantive mission-oriented programs. Develops detailed plans, goals, and objectives for the long-range implementation and administration of the program, and/or develops criteria for evaluating the effectiveness of the program relative to pre-award and contracts-related activities. Decisions concerning planning, organizing and conducting studies are complicated by conflicting program goals and objectives. Assignments are complicated by the need to deal with subjective concepts, the quality and quantity of actions are measurable primarily in predictive terms, and findings and conclusions are highly subjective and not readily susceptible to verification through replication of study methods or reevaluation of results. Options, recommendations, and conclusions take into account and give appropriate weight to uncertainties about the data and other variables which affect long-range program performance.

**Factor 5-4 Scope and Effect 225 Points**

Assesses the productivity, effectiveness, and efficiency of program operations and/or analyzes and resolves problems in the staffing, effectiveness and efficiency of administrative support and staff activities in the contracts management area. Establishes criteria to measure and/or predict the attainment of program or organizational goals and objectives. Contributes to the improvement of productivity, effectiveness and efficiency in program operations and/or administrative support activities at different echelons and/or geographical locations within the organization. Work affects the plans, goals, and effectiveness of missions and programs at these various echelons or locations. Tracks work assignments, program accomplishments and contract capacity. The work may affect the nature of administrative work done in components of other agencies.

**Factor 6-3 Personal Contacts 60 Points**

Contacts are with persons outside the agency which may include consultants, contractors, or business executives in a moderately unstructured setting. Participates in contract negotiations with the OAM Contracting Officers. Maintains a working relationship with OAM, EPA Hqs and field components, other Federal agencies, and various State agencies on matters related to OPEI contracting activities. Represents OPEI when dealing with the Office of the Inspector General and the General Accounting Office as well as other internal and external reviewing bodies. Contacts may also include the head of the employing agency or program officials several managerial levels removed from the employee when such contacts occur on an ad-hoc basis.

**Factor 7-3 Purpose of Contacts 120 Points**

The purpose of contacts is to influence managers or other officials to

accept and implement findings and recommendations on organizational improvement or program effectiveness. May encounter resistance due to such issues as organizational conflict, competing objectives, or resource problems and explores solutions and alternative approaches for overcoming any identified program deficiencies.

**Factor 8-1 Physical Demands 5 Points**

The work is primarily sedentary, although some slight physical effort may be required.

**Factor 9-1 Work Environment 5 Points**

Work is typically performed in an adequately lighted and climate controlled office. May require occasional travel.

Total Points - 3190 = GS13

# FACTOR EVALUATION SYSTEM EVALUATION STATEMENT

TITLE Program Analyst		SERIES 0343	GRADE 13
ORGANIZATION OA OPEI, ASIS		POSITION NO. 00034495	
CLASSIFIER Patricia Freeman		DATE 12-1-03	
EVALUATION FACTORS	POINTS ASSIGNED	STANDARDS USED	COMMENTS
1. KNOWLEDGE REQUIRED BY THE POSITION	1550	1-8	
2. SUPERVISORY CONTROLS	450	2-4	
3. GUIDELINES	450	3-4	
4. COMPLEXITY	325	4-5	
5. SCOPE AND EFFECT	225	5-4	
6. PERSONAL CONTACTS	180	3c	
7. PURPOSE OF CONTACTS			
8. PHYSICAL DEMANDS	5	8-1	
9. WORK ENVIRONMENT	5	9-1	
S U TOTAL POINTS	3190		
M M A GRADE CONVERSION	GS-13		
R Y			